

Admission & Registration

Admission Requirements 68
Application Assistance & Deadlines. 68
MyUH Services & STAR GPS Registration 68
Tuition and Fees. 68
Books, Supplies, and Tools. 69
U.S. Passport Acceptance Service. 69
Registration 69
Attendance and No-Shows. 70
English and Math Placement 70
Health and Accident Insurance 70
Early Admission Program 70
Running Start Program 70
International Student Applications. 71
Residency Regulations (*condensed*). 71
Refund Policy 72
Employment of Graduates 73
Non-Discrimination & Affirmative Action 73
Discrimination Complaints 74
Privacy Act. 74

ADMISSION REQUIREMENTS

All high school graduates and transfer students from other colleges and universities may be admitted to the College. Persons 18 years of age or older who are not high school graduates may also be admitted. *Admission to the College does not mean automatic admittance to programs or courses.*

All individuals seeking admission must submit the following three documents:

- UH Application for Admission online form, available at: www.maui.hawaii.edu, then to *How to Apply*.
- Students are required to have a negative Tuberculosis (TB) screening/test at age 16 or older. If starting post-secondary school prior to age 16, must have a current negative TB screening/test with 12 months prior to start date AND a repeat negative TB screen once turning 16.
- Proof of Mumps, Measles, Rubella (MMR) immunization. This requirement is waived for those born before 1957. For those born in or after 1957, take any records of childhood immunization to the Campus Health Center or to an outreach coordinator for review.

The College shall also comply with applicable requirements of the State as may be required by law or by rules and regulations.

Application Assistance

Prospective students may complete the on-line UH Application for Admission and other admission information at:

- www.maui.hawaii.edu/how-to-apply/.
- Admissions & Records in Ho'okipa, or by calling 808-984-3267.
- Educational Opportunity Centers: Kahului Office, Ho'okipa, 984-3286; or on Moloka'i by calling 553-4490, ext. 4.
- Hāna, Lahaina, Lāna'i, and Moloka'i Education Centers.

All non-U.S. citizens should obtain the Foreign Student Supplementary Information form and follow the additional instructions in the section *International Student Applications* in this Catalog.

Out-of-state students and international students are reminded that admission decisions are made without regard to availability of financial aid or housing. Students must arrange their own housing and apply separately for financial aid.

✋ For Financial Aid, call 808-984-3277.

Application Deadlines

Fall Semester: August 1
Spring Semester: December 15
Summer Semester: July 1

Acceptance Notification

Applicants applying prior to deadlines are notified of their status. Applicants applying after the deadlines are asked to check with the Admissions & Records Office regarding their admission status and registration information.

Continuing & Returning Students

Continuing students who attended UHMC in the prior semester do not need to reapply. Returning UHMC students should obtain information on an abbreviated Re-Application process by calling Admissions & Records at 808-984-3267.

MYUH SERVICES & STAR GPS

MyUH Services is the online University of Hawai'i student information system. Features include web-based services and the ability to register and pay online for classes at multiple UH campuses.

Star GPS. Newly incorporated is Star GPS, a tool that has evolved from a degree audit system to a robust registration system connected to degree requirements. Star GPS immediately displays to registering students the classes they need to complete unfinished requirements for their major, helping them to keep on an optimal pathway toward graduation.

MyUH Services open to both the public and UH students:

- Online admission/application information.
- Web Registration Tutorial, to preview MyUH Services.
- Check *Class Availability* sites that display "real-time" information on sections, times, location, instructor, seats remaining, and added or cancelled classes.
- Academic advising resources.
- Payment options and deadlines.

MyUH Services for UH students:

- Pre-Registration Checklist to qualify for Quick Registration.
 - Web registration and drop/adds.
 - Online credit card payments.
 - Registration Status check, including holds, academic standing, and credits completed.
 - Final grade report and transcript.
- ✋ All students are required to obtain a MyUH Services account and register online at: myuh.hawaii.edu.

TUITION AND FEES

Payments made by credit card, (Visa, MasterCard, Discover), eCheck, or eSavings must be made online through My UHServices. Payments may also be made in person at any UH campus Cashier's Office and the Moloka'i Education Center by cash, check, cashier's check, travelers' check, debit card, or money order.

For Summer School fees, see the Schedule of Classes posted online. All tuition and fee charges at UH campuses are subject to change in accordance with requirements of state law and/or action by the UH Board of Regents or the University administration.

- **Resident Tuition**
\$131 per credit, lower division
\$306 per credit, upper division
- **Non-Resident Tuition**
\$345 per credit, lower division
\$846 per credit, upper division
- **Out-of-State Application Fee**
A \$25 fee must accompany the Admission application.
- **Pacific Islander/WUE Tuition**
\$196.50 per credit, lower division
\$459 per credit, upper division
- **Student Activity Fee**
Students enrolled in Kahului campus sections are charged the student activity fee at the time of registration:
\$1.00 per credit for 1-7 credits.
\$7.50 max for 8 or more credits.
- **Student Government Fee**
All students are charged a student government fee at the time of registration:
\$1.00 per credit for 1-7 credits.
\$7.50 max for 8 or more credits.

- **Moloka'i Student Activity Fee**
Moloka'i students taking Moloka'i Campus sections are charged a student activity fee at the time of registration. \$1.00 per credit for 1–7 credits
\$7.50 max for 8 or more credits
- **Student Technology Fee**
All students are charged a technology fee to provide support for the technology resources used by students. \$3.00 per credit for 1–11 credits
\$36.00 max for 12 or more credits
- **Student Health Fee**
Students enrolled in Kahului campus sections are charged a \$12.00 student health fee at the time of registration. A Summer Session student health fee of \$12.00 is also assessed.
- **Culinary Professional Fee**
Culinary majors are charged a fee at the time of registration:
\$15 per credit for 1-11 credits
\$180 max for 12 or more credits
- **Late Registration Fee**
Late fee charges are assessed from the first day of instruction. Students registering from the first day of instruction and after (including modular classes) are assessed a \$30 late registration fee in fall and spring semesters. A Summer Session late fee of \$10 is assessed.
- **Nursing/Allied Health Malpractice Insurance**
A non-refundable \$18.00 nursing malpractice fee is charged at the time of registration for students taking designated nursing courses.
- **Nursing Professional Fee**
A non-refundable \$500.00 nursing professional fee is charged to Nursing Program majors at the time of registration.
- **Dental Hygiene Fee**
A non-refundable \$500.00 Dental Hygiene professional fee is charged to Dental Hygiene program majors at the time of registration.
- **Returned Check Fee**
A \$25 service charge is assessed for checks made out to UH Maui College that are returned for any cause.
- **Course Change Fee**
A \$5 fee is charged for each course change request form. Students are also assessed or rebated tuition and fees, as applicable, according to the *Refund Schedule of Tuition and Fees*.
- **Student Publication Fee**
A \$4 Board of Student Publication (BOSP) fee is charged to all students at the time of registration. The fee covers the cost to produce approximately four student newspapers per semester, as well as an annual literary journal.
- **Associate Degree and Certificate of Achievement English and Hawaiian Diploma Fees**
A \$15 fee is payable at the time the graduation application is submitted. Deadlines are:
December 8: Fall Semester
March 15: Spring Semester
Applicants are issued an English and Hawaiian language Diploma. The \$15 fee covers both diplomas and one diploma cover. Students may choose to purchase an additional cover for \$10. Any additional diplomas ordered (Hawaiian or English) will require a \$15 fee per diploma.
- **Certificates of Professional Development and of Competence Fees**
A \$2 fee per certificate, up to a maximum of \$12 for multiple certificates, is payable at the time application is submitted. A \$10 fee is charged for each diploma cover.
- **Transcript Request and Fee**
A \$5 fee is charged for a transcript sent outside the University of Hawai'i system. The fee is not charged for transcripts sent to another college within the UH system. Transcripts are usually processed within two weeks. A \$15 rush fee is charged for transcripts requested within a two business day period. Transcript Request Forms are available at Admissions & Records; at the Hāna, Lahaina, Lāna'i, and Moloka'i Education Centers; and online at:
www.maui.hawaii.edu/transcripts/.

Transcript Evaluation

Students may submit official transcripts from regionally accredited colleges and universities for evaluation of prior college credits. Transcripts must be sent directly from the college or university to Maui College Admissions & Records Office. College catalogs, course descriptions, and additional information may be necessary and requested of the student.

Books, Supplies, Tools

The cost of books and supplies for full-time students averages \$500 per term. Students in certain career programs are additionally required to purchase personal hand tools, which range from \$35 to \$625 depending upon the major. Students in need of financial assistance to absorb this cost should refer to the Financial Aid section.

U.S. Passport Acceptance Service

Contact Admissions & Records Passport Acceptance Agents, Hookipa, 808-984-3474.

REGISTRATION FOR CREDIT COURSES

Students should check MyUH Services or the college homepage each semester for specific registration dates and procedures. The College provides students closest to graduation the highest registration priority.

Concurrent Registration

UH Maui College students may enroll in eClasses or other classes offered by the UH Community Colleges for which they have met the prerequisite. *Concurrent registration* is enabled online through MyUH Services, or by contacting Admissions & Records or an outreach coordinator at Hāna, Lahaina, Lāna'i, and Moloka'i.

Students may view the schedules of classes from all the UH campuses, by assessing the online MyUH Services.

An eLearn website providing information on eClasses and multi-campus distance delivery from the UH Community Colleges is available at: www.hawaii.edu/dl/courses/

Attendance and “No-Shows”

Students are expected to attend all their classes, especially the first class session. Instructors reserve the right to drop “no shows” who have neither made prior arrangements nor been granted prior approval for their absence.

Dropped students are eligible for a tuition refund, in accordance with the Refund Schedule. Classes that are dropped during the erase period are not recorded on the student’s permanent record. “No Shows” who do not officially withdraw from a class may receive the grade of F in that class.

Placement Testing

Students must take the English and math placement tests, if they are any of:

- Degree-seeking (classified) student.
- Non-degree seeking (unclassified) student taking 8 or more credits.
- Registering for a course with a Placement prerequisite.
- Early Admit student.
- Do not qualify as an exemption.

Multiple Measure Placement

English: Students enrolling UH Maui College may be exempt from the English placement test if one of the following is met:

- English ACT score is 18 or higher.
- English ACT score is ≥ 11 and ≤ 17 .
- Writing SAT score is 510 or higher.
- Writing SAT score is ≥ 310 and ≤ 509 .
- Smarter Balanced English score is 4.
- Smarter Balanced English score is 3; and B or better in 12th grade English Language Arts course.
- Smarter Balanced English score is 2, and C or better in 12th grade English Language Arts . Language Arts Writing HiSET score is 15 or higher.
- Reasoning through Language Arts GED score is 165 or higher.
- Cumulative HS GPA is 2.6 or higher.
- Cumulative HS GPA is ≥ 2.0 and ≤ 2.5 .
 - 12th grade English Language Arts course grade is C or better.
 - 12th grade Advanced Placement Language & Composition course grade is C or better.

Math: Students enrolling UH Maui College may be exempt from the math placement test if one of the following is met:

- Math ACT score is 22 or higher.
- Math SAT score is 510 or higher.
- Math Smarter Balanced score is 4.
- Math Smarter Balanced score is 3.
- Math Smarter Balanced score is 3, and B or higher year-long calculus pathway course.
- Math Smarter Balanced score is 2, and B or higher in 12th grade Transition Math course.
- Math HiSET score is 15 or higher.
- Mathematical Reasoning score on the GED is 165 or higher.
- Cumulative GPA is 2.6 or higher, and B or better in Algebra II.
- Cumulative GPA is 2.6 or higher, and B or better in Algebra I.

Placement testing is located in The Learning Center (TLC) on a walk-in basis during open hours (*call 984-3240 for hours*). Bring a photo ID and UH ID number (*obtain from Admission*).

Health and Accident Insurance Requirement

Students are required to have a negative Tuberculosis (TB) Test result within one year before the start of classes. There is also a Measles, Mumps, Rubella (MMR) requirement. The health clearance form may be found at the following url: http://maui.hawaii.edu/assets/forms/UHMC_Health_Clearance.pdf. A list of health centers where you can do the testing is available at: <http://maui.hawaii.edu/gettingstarted/#submit>. Low cost health insurance is available to UH Maui College students. All international students are encouraged to enroll in a health and accident insurance program prior to their arrival in the U.S. In compliance with public health regulations, new students must show evidence that they are free of active tuberculosis and measles *with admission application*. The College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations. Applications for University approved and sponsored health plans are available online at www.hmsa.com/portal?gid=student. Student Services also has a referral program for those in need of medical attention.

👉 For information, call 984-3267.

Early Admit College Options

Early Admit students may take any UH Maui College course where the prerequisite is met. Courses taken depend upon a student’s ultimate college plan. Enrollment is on a space available basis. The Early Admit program provides educational opportunities for two categories of youth under 18 years of age.

- Academically superior or vocationally gifted Early Admits are permitted to take one or two regular college courses during the summer following completion of their sophomore year, or during their junior or senior year, provided their high school approves and is able to make appropriate schedule adjustments.
- Applicants who are officially released from high school and are under 18 years of age may be considered for early admission in courses or programs if the College determines that the student can benefit from its academic or vocational offerings. In addition to the three required general admission documents, individuals in this category must also submit a written release by the District Superintendent or designee.

Running Start Program

Running Start is a statewide program that provides an opportunity for academically qualified juniors and seniors to enroll in college classes through the UH system as a part of their high school coursework. This unique partnership between the Department of Education and the UH system allows public high school students to attend college classes during the fall, spring, and summer while earning high school and college credits. Currently, nine UH campuses participate in *Running Start*: UH Hilo, UH Maui College, Hawai‘i CC, Honolulu CC, Kapiolani CC, Kauai CC, Leeward CC, Windward CC, and UH West Oahu. Interested students should check with their high school counselor regarding participation in the Running Start program.

INTERNATIONAL STUDENT APPLICATIONS

International applicants must comply with all regulations of the U.S. Citizenship and Immigration Service as well as with applicable policy of Board of Regents of the University of Hawai'i and the policies of UH Maui College. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. The College is authorized under federal law to enroll non-immigrant alien students. Contact Admissions & Records for rules and regulations and admission requirements.

In addition to the two general admission documents required for all students, international students must:

- Complete the International Student Supplementary Information form. Current bank statements and financial aid award letters must accompany the Supplementary Information form. See www.maui.hawaii.edu/wp/wp-content/uploads/docs/admissions/intl_supplement18-19.pdf
- You must have a minimum TOEFL score of 61 on the Internet Based Test (IBT) or TOEFL score of 500 on Paper Based Test (PBT) or STEP Eiken 2A.
- In compliance with public health regulations, new students prior to enrollment must show evidence that they are free of active tuberculosis and measles, mumps, and rubella. The College complies with all applicable requirements of other state health agencies & councils as may be required by law or by rules & regulations.
- Demonstrate proof of enrollment in a health and accident insurance plan before being permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accident or illness. The average cost per year is approximately \$4,000. More information is available from Admissions & Records.

International students are required to take a full courseload (*a minimum of 12 credits a semester toward their program*).

Individuals from foreign countries who reside in the State of Hawai'i and who wish to be accepted as students at the College (*and who seek student visas*) should obtain additional info from the Admissions & Records Office.

✋ For information, call 808-984-3267. Arrangements for housing must be made prior to arrival.

Residency Regulations (*condensed*)

Students who do not qualify as *bona fide* residents of the State of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay the nonresident tuition. An official determination of residency status will be made prior to enrollment. Applicants may be required to provide documentation to verify residency status. Once classified as nonresidents, students continue to be so classified during their term at the College until they can present clear and convincing evidence to the residency officer that proves otherwise.

Some of the more pertinent University residency regulations follow. The complete rules and regulations are available at Admissions & Records.

✋ For information or interpretation, call the Admissions & Records at 808-984-3267.

Definition of Hawai'i Residency

A student is deemed a resident of the State of Hawai'i for *tuition purposes* if the student (19* or older) or the student (under 19*) and his/her parents or legal guardian have:

- *Demonstrated intent* to permanently reside in Hawai'i (*see below for evidences*);
- Been *physically present* in Hawai'i for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai'i his/her legal residency; and
- The student, whether adult or minor, *has not been claimed as a dependent for tax purposes* for at least 12 consecutive months prior to the first day of instruction by his/her parents or legal guardians who are *not* legal residents of Hawai'i.

**The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself*

herself because he/she does not have the minimum 12 months residency which commences on his/her 18th birthday. Therefore, the applicant must claim a portion of the required 12 months on the basis of his/her parent or legal guardian.

To demonstrate the intent to make Hawai'i your legal residency, the following evidence applies:

- Filing Hawai'i Resident State Personal Income Tax Return.
- Voting/registering to vote in the State of Hawai'i.

Other evidence, such as permanent employment and ownership or continuous leasing of a dwelling in Hawai'i, may apply, but *no single act is sufficient to establish residency in the State of Hawai'i*.

Other legal factors involved in making a residency determination include:

- The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (*see evidence*) is taken to make Hawai'i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.
- Residency in Hawai'i and residency in another place cannot be held simultaneously.
- Presence in Hawai'i primarily to attend an institution of higher learning does not create residence status. *A nonresident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in Hawai'i primarily to attend college. Such periods of enrollment cannot be applied toward the physical presence requirement.*
- The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
- Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning, provided that Hawai'i is claimed and maintained as the person's legal residence.

These considerations do not exhaust all the factors that affect the determination of residency. For information consult *Rules and Regulations Governing Determination of Residency as Applied to Tuition Payments and Admission at All Institutions Under the Jurisdiction of the Board of Regents of the University of Hawai'i*.

Board of Regents Exemptions

Once classified as nonresident status, students continue in this status at the College until submitting satisfactory evidence to Admissions & Records that proves otherwise.

The maximum number of nonresident students that can be accepted by the College is limited by Board of Regents policy. Students classified as nonresidents are required to pay nonresident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:

1. *Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:*
 - United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.
 - Members of the Hawai'i National Guard & Hawai'i-Based Reserves.
 - Full-time employees of the University of Hawai'i and their spouses and legal dependents (as defined under Internal Revenue Service rules.)
 - East-West Center student grantees pursuing baccalaureate or advanced degrees.
 - Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
2. *Citizens of an eligible Pacific Island district, commonwealth, territory, or insular jurisdiction, state, or nation that does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition. At time of publication, these included the following:*
 - American Samoa, Commonwealth of the Northern Marianas, Cook Islands, Federated States of Micronesia, Futuna, Kiribati, Nauru, Niue, Republic of Palau, Republic of the Marshall Islands, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis.

This list is subject to change. For a current list, contact the Admissions & Records Office or visit: www.hawaii.edu/admissions/.

Misrepresentation

A student or prospective student who provides incorrect information on any form or document intended for use in determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

Appeal Process

Residency decisions may be appealed by contacting the Residency Officer/Registrar for information on how to initiate an appeal. Appeals are heard by the Committee on Resident Status only after the resident tuition is paid.

REFUND POLICY

Several refund policies are applicable:

1. Regular Academic Semester

In the event students initiate before the fifth week of instruction a complete withdrawal from the University (or College), changes from full-time to part-time status, or changes from one tuition rate to another, if applicable, tuition and special course fees are refunded as indicated below:

- 100% refund for complete withdrawal only if made before or during the first week of instruction as announced on the College homepage.
- 50% refund if complete withdrawal or change in status or tuition rate is made within the 2nd & 3rd weeks of instruction, unless otherwise stipulated by federal regulations.

When changes by the College to the published schedule of classes precipitate a complete withdrawal, or a change from full-time to part-time status, or a change from one tuition rate to another tuition rate, and the changes to the published schedule have occurred after the student registered, tuition and special course fees are refunded as indicated below upon approval of the Vice Chancellor of Academic Affairs or Vice Chancellor of Student Affairs:

- 100% refund if complete withdrawal is necessary and if application for refund is made within two weeks of

the date of change(s) to the published schedule.

- The difference between the amount assessed at registration at the start of the semester and the amount assessed due to change in status or tuition rate if such a change is necessary and if application for refund is made within two weeks of the date of the change(s) to the published schedule.

After students secure the required approvals, students must submit the application for refund to the campus Business Office for payment. In no case shall payment of a refund be made when a student fails to make application for a refund within two weeks of date of withdrawal, change in status, or change in tuition rate.

2. Special Course Fees

For Summer Session, CCECS, and other short-term courses:

- 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
- 50% refund in accordance with the following schedule, based on length of the course term and number of calendar days elapsed, including the first day of class instruction, when the withdrawal is made:

Term	50% Refund
1 week	No refund
2 weeks	1-3rd day
3 weeks	1-4th day
4 weeks	1-5th day
5 weeks	1-7th day
6 weeks	1-8th day
7 weeks	1-10th day
8 weeks	1-11th day
9 weeks	1-12th day
10 weeks	1-13th day
11 weeks	1-14th day
12 weeks	1-15th day
13 weeks	1-16th day
14 weeks	1-17th day
15 weeks	1-18th day
16 weeks	1-19th day

For credit courses with unique distribution of class meeting hours through the term of the course, the refund schedule is based on the elapsed instructional time as a percentage of the total instructional time for that course:

- 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
- 50% refund in accordance with the schedule in the previous column, based on length of the course term and number of calendar days lapsed, including the first day of class instruction when the withdrawal is made.

For non-credit courses or workshops:

- One to five weeks in length - 100% refund for complete withdrawal if made on or before the last working day before the first day of class meeting; thereafter, no refund.
- Six weeks or longer - 100% refund for complete withdrawal if made on or before the sixth working day, after the first day of class instruction; thereafter, no refund.

Refunds for financial aid students who withdraw completely or stop attending classes will be made in accordance with federal regulations.

☞ For information, call the Financial Aid Office at 984-3277.

3. Student Life/Activity, BOSP, Student Health, and Student Technology Fees

- 100% refund of student activity fee, student health fee, board of student publications fee, and student technology fee if complete withdrawal is made within the first week of instruction.
- No refund of student activity, student health, board of student publications, and student technology fee if complete withdrawal is made after the first week of instruction.
- No refund of the student activity fee or student technology fee in cases of voluntary change from full-time to part-time status after the first week of instruction.

POLICIES

Employment of Graduates

Section 177.64 of *Rules and Regulations Governing the Guaranteed Loan Program (20 U.S.C. 1071 through 1087-1)* requires that participating institutions make a good faith effort to present prospective students, prior to the time they obligate themselves to pay tuition, with a complete and accurate statement about the institution, its current academic or training program, and its faculties and facilities, with particular emphasis on those programs in which the prospective students have expressed interest. Further, in the case of an institution having courses of study, the purpose of which is to prepare students for a particular vocational, trade, or career field, such statement shall include information regarding the employment of students enrolled in such courses, in such vocation, trade, or career field.

Accordingly, applicants are advised to secure a copy of the current catalog of prospective campuses in order to gain information describing the nature of the campus, its academic and student services programs, its faculties, and its facilities. Further, applicants are advised to contact CareerLink (*UHMC Career Resource Center*) to access information on employment potentials for specific academic programs.

Non-Discrimination and Affirmative Action

It is the policy of the University of Hawai'i to comply with federal and state laws which prohibit discrimination in University programs and activities, including, but not necessarily limited to, the following laws which cover students and applicants for admission to the University:

- Titles VI and VII of the Civil Rights Act of 1964 as amended (*race, color, religion, sex, pregnancy, national origin*)
- Age Discrimination Act of 1975 (*age*)
- Title VIII of the Public Health Service Act as amended (*sex*)
- Title IX of the Education Amendments of 1972 (*sex*)
- Executive Order 11246 as amended (*race, color, national origin, religion, and sex*)

- Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (*sex*)
- Age Discrimination in Employment Act of 1967 (*age*)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (*veteran status*)
- Sections 503 and 504 of the Rehabilitation Act of 1973 (*disability*)
- American's with Disabilities Act of 1990, as amended (*disability*)
- Hawai'i Revised Statutes, Chapters 76, 78, 378 (*race, sex, sexual orientations, age, religion, color, ancestry, political affiliation, disability, marital status, arrest and court record, domestic or sexual violence victim status, lactation, assignment of income for child support obligation, credit history or credit report*)

The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I-IV of the Americans with Disabilities Act (ADA) P.L. 101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex, or disability. American citizens or immigrants with limited English proficiency skills will not be denied admission to vocational education programs.

In addition, employees and applicants for employment are protected under Title IX, Title II, and Section 504.

As an integral part of its Policy on Nondiscrimination & Affirmative Action, the Office of the President, University of Hawai'i hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated.

☞ Complaints of this nature are addressed by Debbi Brown, phone 808-984-3601.

Individuals designated to coordinate the UH Community College nondiscrimination and affirmative action programs are:

EEO/AA UH Community Colleges

Mary Perreira
2327 Dole Street
Honolulu, Hawai'i 96822
Phone: 808-956-4650 (VIT)

Title IX Coordinator

Debbi Brown
Title IX Coordinator
UH Maui College
808-984-3601

EEO/AA Coordinator UH Maui College

Debbi Brown
Title IX Coordinator
UH Maui College
808-984-3601

Section 504 Coordinator - Students

Shane Payba
Disability Services Counselor
UH Maui College
808-984-3227

Section 504 Coordinator - Employees

Susan Tokunaga
Personnel Manager
UH Maui College
808-984-3380

Discrimination Complaints

Students, employees, or applicants for admission or employment who believe they have been discriminated against on the basis of race, sex, age, religion, color, ancestry, sexual orientation, national origin, disability, marital status, veteran status, or arrest and court record may file a complaint with:

Debbi Brown, EEO/AA Coordinator
Pilina 133, phone 808-984-3601.

The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office. The process of addressing allegations of discrimination are described in the *Administrative Procedure A9-920 2210 UH Community College Procedures and Guidelines, Relating to Complaints of Discrimination and in campus Section 504/ADA Grievance Procedure*.

Students may also file complaints of discrimination at the following address:

Mary Perreira
Director of EEO/AA
UH Community Colleges
2327 Dole St.
Honolulu, HI 96822
Phone: 808-956-4650

Family Education Rights and Privacy of Students

Pursuant to Section 99.6 of rules and regulations governing the Family Educational Rights & Privacy Act (FERPA) of 1974 (hereinafter the Act), student in attendance at the University of Hawai'i Maui College are hereby notified of the following:

1. It is the policy of UH Maui College to subscribe to requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
 - a. The right to inspect and review education records.
 - b. The right to request to amend the student's education records.
 - c. The right of protection from disclosure by UH Maui College of personally identifiable information contained in education records without permission of the student involved.
 - d. The right to file complaints concerning alleged failures by UH Maui College to comply with the Act.
3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure AP 7.022-Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of the Vice Chancellor of Student Affairs at UH Maui College.
4. Students are advised that certain personally identifiable information is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with state law, at the College's discretion, without prior consent of the student unless the student otherwise so informs the College not to disclose such information.
 - Name of student
 - Major field or study
 - Educational level (*freshman, sophomore, etc.*)

- Fact of participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received

Students have the right to request that any or all of the above items not be designated Directory Information with respect to themselves. Should students wish to exercise this right, they must, in person and in writing, not earlier than the first day of instruction nor later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform Admissions & Records which of the above items are not to be disclosed without the prior consent of the student.

5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without the prior written consent of the son, daughter, or spouse.
- Visit: <http://maui.hawaii.edu/privacy-policies/> for more information.

Emergency Situations: In case of an emergency requiring contact information, inquiries may be directed to the Office of the Vice Chancellor for Student Affairs (808) 984-3512 or the UH Maui College Admissions & Records Office (808) 984-3267.